



# Guide to Open Skies at Berkeley Lab

## Introduction to Open Skies

**Effective:** November 1, 2019

OCFO/Controller's Office

Disbursements: Travel Operations

# Welcome to the Open Skies Agreements



Beginning **November 1, 2019**, Berkeley Lab travelers will have more business travel options to the European Union (including Norway & Iceland), Japan, Australia, and Switzerland!

Welcome to Open Skies!!!

The General Services Administration (GSA) Open Skies Agreements are an exception to the Fly-America Act which allows USG and/or USG-contractor employees to utilize a non-U.S. air carrier from the United States to an Open Skies region.

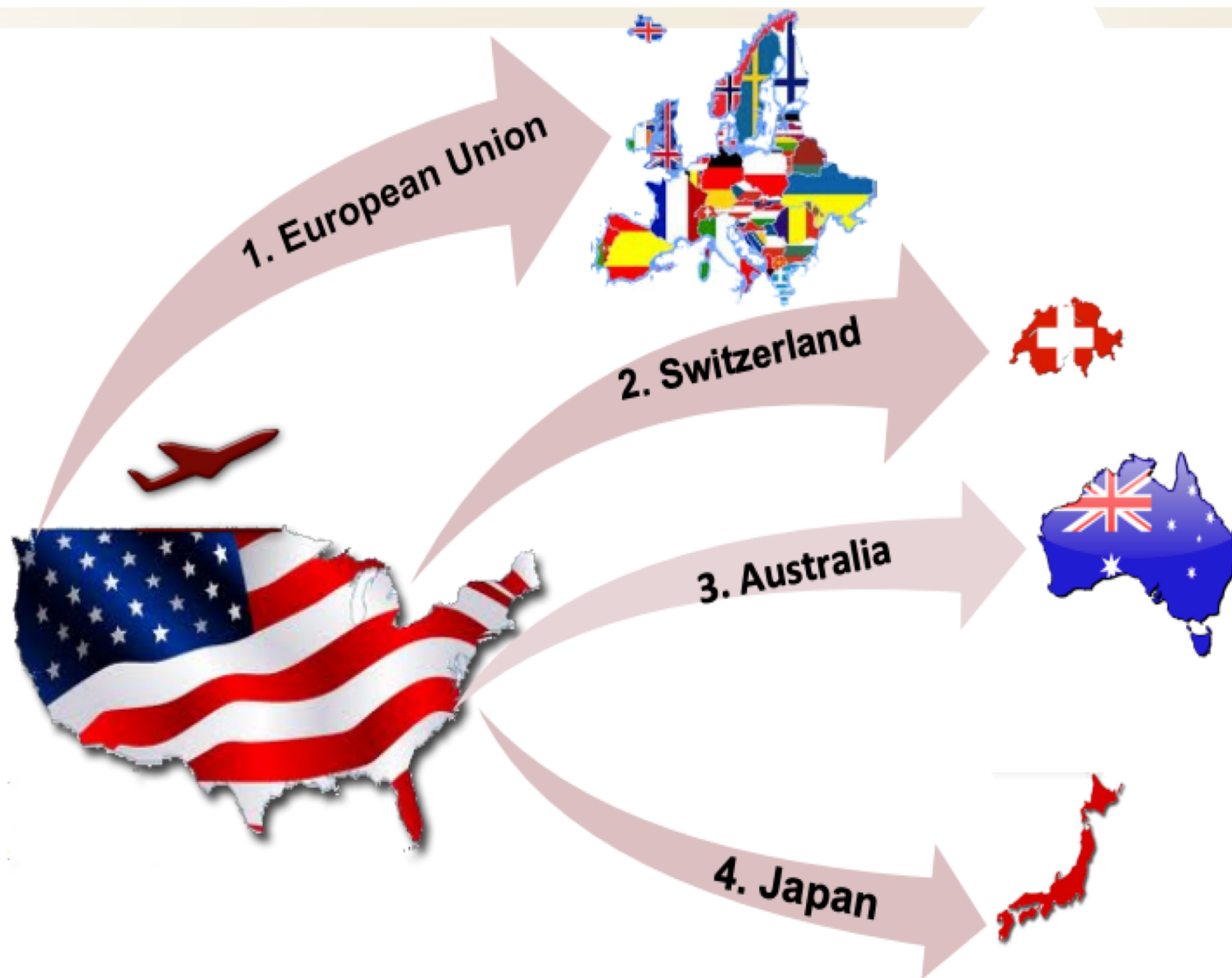
The Open Skies Agreements will provide travelers with more airlines to choose from, greater time flexibility, and potentially lower airfares. Please use this document as your official Laboratory guide to Open Skies.

# Overview

- ▣ Participating Countries
- ▣ Participating Airlines (by country)
- ▣ When to use Open Skies
- ▣ Open Skies Conditions
- ▣ How to book an Open Skies reservation in 3 steps
- ▣ FAQs



# Countries Participating in Open Skies





# Airlines Participating in Open Skies (by country)



Swiss International



Qantas Airlines  
Virgin Australia  
Jetstar Airways



Japan Airlines  
All Nippon Airways (ANA)  
Jetstar Japan

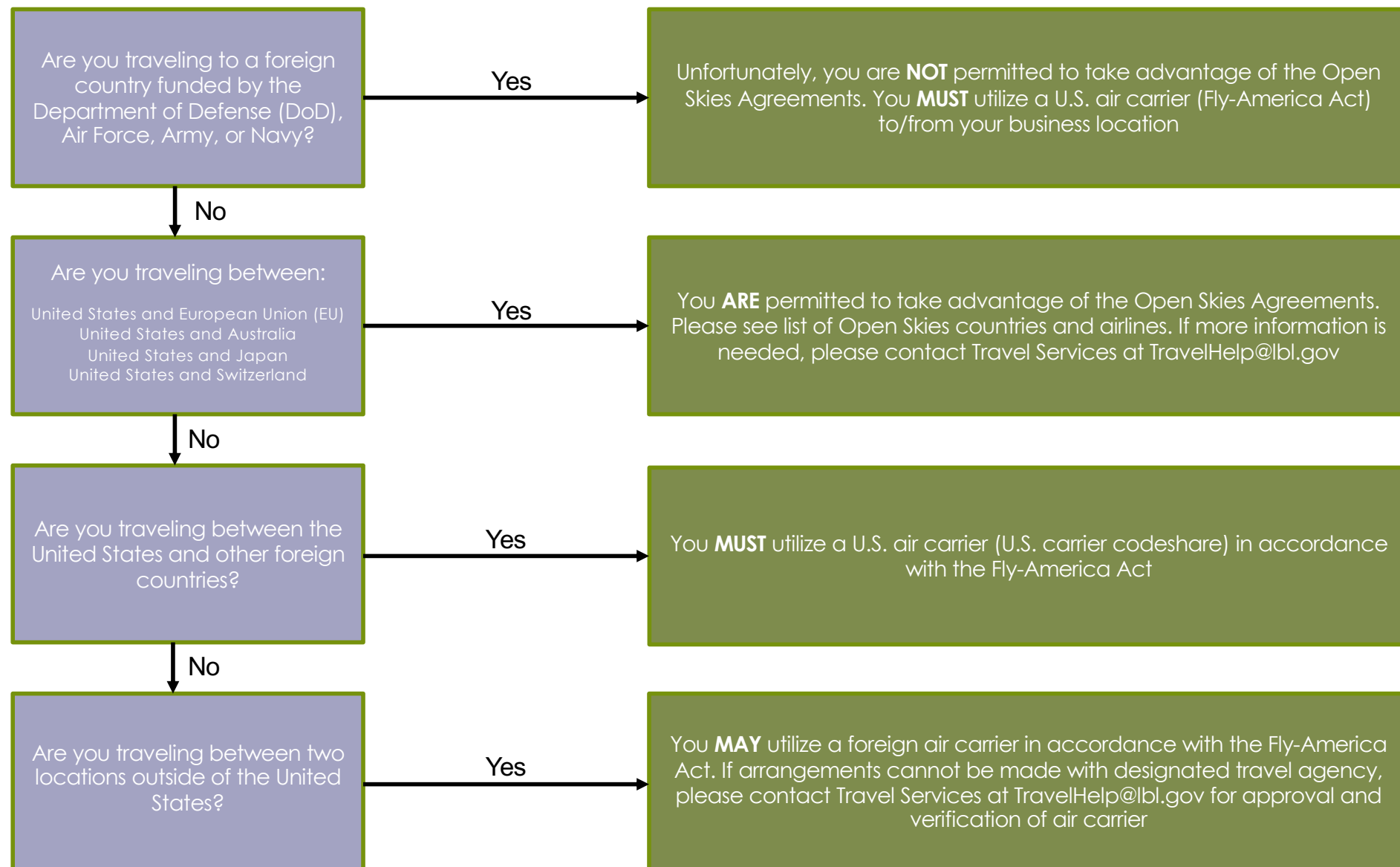
# Airlines Participating in Open Skies (by country)



## Major European Airlines with Service to the United States (including Norway & Iceland)

Aer Lingus	Air Europa	Air France
Alitalia	Austrian Airlines	British Airways
Brussels Airlines	Finnair	Iberia
Iceland Air	KLM Royal Dutch	LOT Polish
Lufthansa	Norwegian Airlines	Scandinavian Airlines (SAS)
TAP Air Portugal	TAROM	Virgin Atlantic

# When to use Open Skies...





# Open Skies Conditions



Travel is to the EU,  
Australia, Japan or  
Switzerland

Travel does  
not contain a  
deviation to  
a **PERSONAL**  
destination

Do not have an  
unused airfare on a  
U.S. carrier greater  
than **\$500.00**

Travel will be in  
economy/coach  
class (exemptions  
may apply)

# How to Book Travel using Open Skies



**CALL** CWT at  
888-243-1125

(Concur cannot be  
used for Open Skies)

Discuss travel  
plans with agent  
and complete  
Open Skies Waiver

Take trip,  
attach waiver  
to TRES  
expense report,  
and submit

# How to Book Travel using Open Skies [Step 1]

- Our travel Partner, CWT, is available to make business travel arrangements by telephone or email.
  - Telephone: 888-243-1125
  - Email: [LBNL.us@contactcwt.com](mailto:LBNL.us@contactcwt.com)
- Primary Business Hours
  - Monday – Friday from 8AM – 5PM
  - Emergency services are available outside of normal business hours (e.g. change/cancel flights or requests that cannot wait until regular business hours)
- Be sure to ask CWT agent:
  - Do I have any unused airfare?
  - Does a U.S. airline fly the same route/times as the non-U.S. airline I am selecting?
  - Does the non-U.S. airline provide a savings greater than \$500 over a U.S. airline on this route?





# How to Book Travel using Open Skies [Step 2]

- Complete the Open Skies Waiver & Certification form (Google Form)
- Once submitted, a .PDF confirmation will be sent to the submitter via email
- Waiver must be attached to every expense report
- A waiver must be completed for every trip

Approve Expense Report  
Expense Report Summary  
David Elliott [User Defaults](#)

**General Information**

Report Description	9.2 Demo	Report ID	0000064307
Business Purpose	Conference or Seminar	Reference	
Report Status	Submitted for Approval	Created On	02/25/2015
Default Location	Domestic (USA)	Updated on	02/25/2015 3:51:06PM

[Printer Friendly Summary](#)

**Accounting Defaults** [More Options](#) [GO](#)

You can deny individual expenses and still approve or send back the overall report.

**Expense Line Items**

Expense Type	Date	Reimburse Amt	Currency	Approve
Meal - Dinner Actual	02/24/2015	50.00 USD		<input checked="" type="checkbox"/>

**Expense Report Totals**

Employee Expenses (1 Line)	50.00 USD	Due Employee	50.00 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	0.00 USD
Prepaid Expenses	0.00 USD	Definition of Totals	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

**Pending Actions**

Role	Name	Action	Date/Time
Expense Manager 1	(Pooled)		
Prepay Auditor	(Pooled)		

**Action History**

Role	Name	Action	Date/Time	Comments
Employee	Elliott, David R	Submitted	02/25/2015 10:56:59AM	

## Available on Travel Services homepage

### Open Skies Waiver & Certification

When a foreign air carrier is used in accordance with the Open Skies Agreements, a certification must be provided in accordance with §301-10.142 of the FTR when a travel expense report is submitted. Reimbursement for the use of a foreign air carrier fare may be denied if appropriate certification is not provided.

Your email address ([ewalker@lbl.gov](mailto:ewalker@lbl.gov)) will be recorded when you submit this form. Not you? [Switch account](#)

\* Required

#### Traveler Information \*

Last Name, First Name

Your answer

#### TREX ID Number \*

Employee/Affiliate/Guest ID Number

Your answer

#### LBNL Traveler Number (example 000200000) \*

Your answer

Is travel funded by a project/activity associated with the U.S.

Department of Defense? \*

U.S. Air Force, U.S. Army, or U.S. Navy

☐ Yes

☐ No

Is there a personal DEVIATION associated with this itinerary? \*

A personal deviation is travel to an alternate location for personal reasons. Example: Official

## How to Book Travel using Open Skies [Step 3]

- Download the MyCWT app to obtain the latest flight/gate information and manage your CWT reservation:  
<https://www.mycwt.com/travel-technology/mycwt/>
- Contact CWT at 888-243-1125 to change/cancel reservation during business hours whenever possible. Emergency services are available after-hours
- Please be sure to register for U.S. Department of State travel alerts before departure: <https://step.state.gov>
- Upon completion of travel, please upload your CWT invoice and Open Skies Waiver to your TRENDS expense report

# FAQs

## ■ Which traveler types are eligible to take advantage of Open Skies?

- Employees/Affiliates (including rehired retirees)
- Non-employee guests
- New-Hire (relocation) and Change of Station (TCOS)

## ■ Am I required to use the Lab's designated agency when making an Open Skies booking?

- Official foreign travel must be booked using the Lab's designated travel agency
- Domestic travel **FROM** an Open Skies region to the United States may be purchased outside of the Lab, however, it's highly encouraged to book with the Lab's designated travel agency

## ■ Can I book an Open Skies ticket on Concur?

- No. During the initial implementation period, Concur cannot be used for Open Skies



# FAQ

## ▣ Can I take personal time using Open Skies?

- ▣ Yes. Personal time at your business location/destination is permitted on an Open Skies reservation. You are **not** permitted to have a personal deviation to an alternate location.

## ▣ If I cancel my reservation prior to departure, can I reuse the ticket within one-year ?

- ▣ It's very important to discuss the fare rules with CWT. Some fares may require use within one year while others could be 6 months to/from the same origin and destination.

## ▣ Do I have to book Open Skies?

- ▣ No. If you're traveling to/from an Open Skies region, you are permitted to book a U.S. air carrier. If you have a personal deviation, a U.S. air carrier is required.